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safety net

New Jersey School Boards Association Insurance Group



## Cold and Flu Season: Nothing to Sneeze At

Believe it or not, cold and flu season is already upon us. Beginning in September and peaking in January, it affects over 200 million Americans each year. Are you going to become one of its victims? To avoid becoming a cold or flu casualty, keep the following information in mind.

### Cold Prevention

The best defense against the common cold is good hygiene. Here are a few simple methods for preventing cold virus exposure:

- + Hand washing;
- + Not touching the nose or eyes;
- + Sneezing or coughing into a facial tissue;
- + Avoid close, prolonged exposure to persons who have colds; and
- + Cleaning surfaces, especially shared surfaces like photocopiers and Internet stations, with a virus-killing disinfectant.

### Cold Treatment

Although there is no cure for the common cold, there are some things that may make you feel better:

- + Bed rest and drink plenty of fluids.
- + Gargling with warm salt water.
- + Petroleum jelly for a raw nose.
- + Aspirin or acetaminophen to relieve headache or fever.
- + Decongestants and cough suppressants.
- + Antihistamines to relieve runny nose and watery eyes.
- + Antibiotics only for rare bacterial complications, such as sinusitis or ear infections.

- + Steam inhaled to temporarily relieve symptoms of congestion associated with colds.

### Flu Prevention

Each year, scientists formulate a new vaccine made from inactivated (killed) influenza viruses. Flu vaccines are 70 to 90 percent effective in preventing flu among healthy adults.

Since the immune system takes time to respond to vaccination, the inactivated vaccine should be given 6 to 8 weeks before the flu season begins in order to stimulate enough antibodies to prevent infection or reduce the severity of the illness.

The vaccine itself cannot cause flu, but someone could become exposed and infected soon after vaccination before antibodies develop.

The vaccine may cause side effects. The most common side effect is soreness at the site of the vaccination. Others include fever, tiredness, and sore muscles that may begin 6 to 12 hours after vaccination and may last for up to two days.

### Flu Treatment

Once a person has the flu, treatment usually consists of:

- + Resting in bed and drink plenty of fluids,
- + Taking medication such as amantadine or rimantadine within 48 hours after symptoms occur to reduce the duration of fever and other symptoms,
- + Taking aspirin or acetaminophen to relieve fever and discomfort, and
- + Calling a doctor if the flu lasts more than a few days. ☺



# NJSBAIG Congratulates the 2008 Safety Award Winners

At the New Jersey School Boards Convention in Atlantic City the New Jersey School Boards Association Insurance Group has its annual meeting. As part of that meeting the safety award winners are recognized. Publicity photographs are taken and press releases issued so that each winner can be recognized in their hometown newspapers.

***The following Boards were recognized this year.***

- ★ Bayonne Board of Education
- ★ Bedminster Township Board of Education
- ★ Belmar Board of Education
- ★ Boonton Township Board of Education
- ★ Brielle Borough Board of Education
- ★ Cape May County Special Services
- ★ Carteret Borough Board of Education
- ★ Delran Township Board of Education
- ★ Downe Township Board of Education
- ★ Essex Fells Board of Education
- ★ Fair Lawn Board of Education
- ★ Florence Township Board of Education
- ★ Glassboro Board of Education
- ★ Henry Hudson Regional School Board of Education
- ★ Hope Township Board of Education
- ★ Kingwood Township Board of Education
- ★ Lavallette Borough Board of Education
- ★ Lawrence Township Board of Education
- ★ Livingston Township Board of Education
- ★ Middlesex Regional Educational Services Commission
- ★ Middletown Township Board of Education
- ★ North Hanover Township Board of Education
- ★ Pittsgrove Township Board of Education
- ★ PleasanTech Academy Charter School
- ★ Point Pleasant Beach Board of Education
- ★ Rahway Board of Education
- ★ Rockaway Township Board of Education
- ★ Rumson-Fair Haven Regional High School District
- ★ Shore Regional High School District
- ★ South Hunterdon Regional Board of Education
- ★ Spring Lake Heights Borough Board of Education
- ★ Woodstown-Pilesgrove Regional Board of Education

# The Family Medical Leave Act

The Family Medical Leave Act (FMLA) is a federal legislation that most school districts must comply with. Lawsuits against school districts that involve FMLA issues are on the rise. FMLA is a complicated law and care is required in making employment decisions that involve this Act.

Below are the basic provisions of the law. We encourage you to contact your Board Attorney or contact the NJSBAIG Employment Practices Hotline Attorney (NEPHA) at 202-623-1223 before making any leave decision that could be in violation of the law. NEPHA is a free service if you have your Errors and Omissions coverage with NJSBAIG. If you would like more information regarding the NEPHA hotline, please contact Mike Cox, NJSBAIG Assistant Claim Manager at 609-386-6060 extension 3049 or your Member Services Representative.

### Basic Provisions of FMLA

The FMLA allows covered employees to take up to 12 weeks (480 hours) of *UNPAID* leave if they have a serious health condition or need to care for a family member with such a condition, and requires their reinstatement to a substantially equivalent job on their return.

### What Companies Are Covered

The Act applies to any company which has 50 or more employees. However, an employee is excluded from coverage under the Act (even if he works for an employer with over 50 employees

total) if the employee works at a job site where there are less than 50 employees and the company also has less than 50 employees within a seventy-five mile radius of the job site.

### What Employees Are Eligible

Employees are eligible for leave if they have worked for the company for at least 12 months, and have put in at least 1,250 hours of work in the prior 12 months. In other words, an employee is not eligible for leave in the first year of employment. Likewise, an employee is not eligible for leave if the employee works only half-time, or if the employee only recently has returned after an extended layoff or prior leave (so that the employee has not worked 1,250 hours in the prior 12 months).

### Reasons for Leave

An employee who meets the minimum service requirements is eligible for up to 12 weeks of unpaid leave in any 12 month period due to;

1. the birth of a child (within the preceding 12 months);
2. the adoption of a child (within the preceding 12 months);
3. the care of a parent, spouse or child with a serious health condition;
4. to receive care for the employee's own serious health condition. ☹

*By Mike Cox  
NJSBAIG Assistant Claim Manager*





## Employment Practices (Train the Trainer)

November 2008

### **Who should attend?**

School Administrators and EEOC Officers

### **Class Description:**

School districts face many kinds of personal in-

jury claims including Sexual Harassment, Discrimination, Affirmative Action, Retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims.

## Dates and Locations

### **December 1, 2008**

Ocean Township Board of Education Building  
163 Monmouth Road  
Oakhurst, NJ 07755 (732) 531-5600  
**9:00 a.m.—noon**



### **December 3, 2008**

Lacey Township High School  
73 Haines Street  
Lanoka Harbor, NJ 08734 (609) 971-2020  
**9:00 a.m.—noon**



### **December 5, 2008**

Morris-Union Jointure Commission  
340 Central Avenue  
New Providence, NJ 07974  
(908) 464-7625  
**9:00 a.m.—noon**

**Please call Sue Williams at 609-386-6060 extension 3005 or [swilliams@njsbaig.org](mailto:swilliams@njsbaig.org) to register and confirm your registration. The cost is \$20.00 per person. Class times are noted above.**

**NJSBAIG, 450 Veterans Drive, Burlington, NJ 08016**